

# ***MUNICIPAL SERVICES BENEFIT UNIT PROGRAM***

## **AQUATIC WEED CONTROL and LAKE RESTORATION**



**April 2010**



### **Mission Statement:**

To assist property owners in unincorporated areas of Seminole County  
with the opportunity to acquire essential public health and safety  
improvements for their communities

Rev. 08

The following information is offered to help applicants understand the process of establishing an MSBU and the resulting roles and responsibilities once an MSBU is established.

For additional information regarding the community improvements available through the MSBU Program, active MSBUs, and various services available on-line, please visit the MSBU Program website:

<http://www.seminolecountyfl.gov/fs/msbu/index.asp>



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# General Information MSBU Program and Non-Ad Valorem Assessments

The **MSBU Program of Seminole County** administers the non-ad valorem assessment districts for various local improvements and services within the unincorporated boundaries of Seminole County. A non-ad valorem assessment district as established in Seminole County is commonly referred to as an MSBU (Municipal Service Benefit Unit). Through the establishment of an MSBU, property owners can acquire essential improvements to neighborhood common areas, infrastructure, and facilities which serve essential public purposes. Community improvements financed via non-ad valorem assessment in Seminole County include collection/disposal services for residential household solid waste, residential street lights, aquatic weed control, lake restoration, retention pond renovation and constructed improvements such as road paving and drainage, sidewalk repair and water/sewer transmission line extension.

The cost for providing the improvements is allocated and assessed to the benefiting properties on an equitable cost sharing basis. The per property assessment associated with an MSBU is based on the cost to provide and/or maintain the improvement, the selected benefit unit base, the number of benefiting properties, and the benefit unit(s) allocated to each participating property. Through the MSBU Program, non-ad valorem assessments are levied by the (Board of County Commissioners) (BCC). The non-ad valorem assessments are collected through the annual property tax bill as indicated in Florida Statutes [Chapter 197](#) at 197.3632.

The MSBU Program operates according to guidelines as set forth in the Florida Statutes and the Seminole County Administrative Code.

Florida Statutes: <http://www.leg.state.fl.us/Statutes/index.cfm>

- [Chapter 125](#), County Commission Powers and Duties (primarily sections .01 and .0101)
- [Chapter 197](#) Tax Collections, (primarily sections 197.292, .322, .363, .3631, and .3632).

Seminole County Administrative Code:

[http://www.seminolecountyfl.gov/ca/admin\\_code/](http://www.seminolecountyfl.gov/ca/admin_code/)

- [Section 22.10](#) [PDF](#) of MSBU Program Operating Guidelines and
- [Section 20.37](#) [PDF](#) of MSBU Program Fee Schedule.

In addition to the above guidelines, the policies and practices of the MSBU Program are further defined according to specific [Ordinance and/or Resolution](#) documents used to govern specific MSBUs. The MSBU Program uses two main funding formats for assessments – fixed term and variable rate. The fixed term format is related to MSBUs that require extended financing over a period of years in order to enhance the affordability to property owners for project repayment. The variable rate format is used for MSBUs that do not have a set closure date and for which assessments are calculated annually based on projected cost to provide continuation of the service or improvements in the forthcoming year(s). For example, the assessments for street lighting or aquatic weed control improvements are variable rate assessments; while lake restoration and road paving are typically fixed term.

## **MSBU Process and Procedures**

▫Aquatic Weed Control    ▫Lake Restoration    ▫Retention Pond Renovation

Utilizing the MSBU funding format is a common practice in Seminole County for aquatic weed control and/or lake restoration projects designed to improve aquatic conditions. Aquatic weed control and/or lake restoration efforts serve public purpose by improving water quality, controlling invasive plant species, restoring native vegetation, improving use of waterways, and in some circumstances enhancing storm water control. By definition of benefit, lakefront parcels are included in both aquatic weed control and lake restoration MSBUs and are, therefore, assessed a cost share for the improvements provided. [Note: MSBUs purposed solely for storm water control improvement and/or retention pond renovations are structured and defined on a case-by-case basis.]

The routine operations and management of aquatic weed control MSBUs are governed locally through the establishment of MSBU Ordinances approved and established by the Seminole County BCC. The improvement efforts are funded by assessments levied against benefiting waterfront parcels. The creation of an MSBU, as well as the on-going efforts to provide improvements requires community involvement and support.

The initial step in evaluating the needs and recommendations for aquatic improvements may include water quality surveys and analyses to determine aquatic health and needs. After the evaluation has been completed, a plan is formulated to work toward optimum water quality and healthy aquatic conditions. The defined plan for a particular project may contain several features:

1. Chemical control of invasive species through herbicide treatments;
2. Biological control of hydrilla with triploid grass carp (installation of fish barrier(s) frequently required in conjunction with stocking of carp);
3. Mechanical removal of exotic/invasive vegetation;
4. Excavating to remove accumulated sediment;
5. Offsite disposal of excavated material;
6. Creation of wildlife spoil islands with use of excavated material;
7. Shoreline planting of native-species plants via participatory planting events with residents and other volunteers;
8. Ongoing lake surveys to monitor water quality and health.

Aquatic weed control plans typically include features 1, 2, 7 and 8; while lake restoration plans may include all listed features. When the initial plans are formalized, cost and priorities will be highlighted. Final plans will be based on the parameters of available resources.

## **Lake Restoration MSBU Specific Information**

### **For Projects Funded By Seminole County**

Lake Restoration is an MSBU project which is quite labor and time intensive. Activities occurring during the restoration process may include:

1. Mechanical removal of exotic/invasive vegetation;
2. Excavating to remove accumulated sediment;
3. Offsite disposal of excavated material;
4. Creation of wildlife spoil islands with use of excavated material; and
5. Shoreline planting of native-species plants via participatory planting events with residents and other volunteers;

Significant monetary amounts are invested into this process. Therefore, after the project has been completed, ongoing monitoring of aquatic health and quality is crucial to protect this investment. Adjunct to the monitoring are required herbicide treatments to not only maintain aquatic health and quality, but also control invasive exotic plant life.

Typically, this ongoing monitoring is mandated through the recorded Ordinance, which is approved by the Board of County Commissioners, and is included in the project's scope and services language. Funding for the first year of the monitoring and treatment is provided through creation of a Lake Restoration MSBU for fixed rate non-ad valorem assessment approved by the Board of County Commissioners and established in the Ordinance. Monitoring is performed by Seminole County Lake Management and Seminole County will contract for all required herbicide treatments.

When the first year of monitoring and treatment has expired, responsibility for funding and maintaining an herbicide contract shall rest with a community organization (i.e., Home Owners Association) to be designated in the recorded Ordinance. At time of this "turn-over" of responsibility, the community organization shall consult with Seminole County Lake Management to formulate a treatment plan.

Frequency of treatment, type of treatment, product utilized, ratio of product, and vendor shall be approved by Seminole County Lake Management. Such approval shall be guided by regulations and restrictions established by the Florida Fish and Wildlife Commission (FWC) (<http://www.floridaconservation.org/>).

At each annual anniversary of the project "turn-over" to the community organization, the community organization shall request consultation with Seminole County Lake Management for the purpose of review of the current treatment plan and its results. Seminole County Lake Management shall be authorized to incorporate revisions into the plan for the upcoming treatment year.

Such annual consultations between the community organization and Seminole County Lake Management shall occur each year of the fixed-rate non-ad valorem assessment pay-back period. After conclusion of the pay-back period, the community organization retains the option of requesting consultation with Seminole County Lake Management, but is no longer mandated to do so.

The community organization must always utilize vendors who are licensed by the State of Florida and, further, must abide by all State of Florida and FWC regulations. Permits must be issued for aquatic weed control activities. Additional information may be accessed at: ([http://myfwc.com/WILDLIFEHABITATS/InvasivePlants\\_PermitsRules.htm](http://myfwc.com/WILDLIFEHABITATS/InvasivePlants_PermitsRules.htm)). Florida Statute 369.20 at: ([http://myfwc.com/WILDLIFEHABITATS/InvasivePlants\\_AquaticWeedControlAct.htm](http://myfwc.com/WILDLIFEHABITATS/InvasivePlants_AquaticWeedControlAct.htm)) further governs aquatic weed control.

During the pay-back period, should the community organization fail to keep in force the maintenance contract and follow the treatment plan as approved by Seminole County Lake Management, Seminole County shall be authorized by the recorded Ordinance to enter into such maintenance contract with a County-approved vendor at the then prevailing vendor rates and according to established contractual provisions. Funding for the maintenance contract shall be provided through establishment of an aquatic weed control MSBU and a non-ad valorem assessment will be equitably allocated to each benefiting parcel as outlined in the recorded Ordinance establishing the MSBU. No petition process shall be required to establish this aquatic weed control MSBU for the maintenance contract funding. This MSBU will be dissolved by the MSBU Program at the end of the pay-back period unless the community organization specifically requests retention of the MSBU for future aquatic weed control funding.

# Basic Steps to Establish an MSBU

(Each of these steps is explained further on the following pages.)

<b>STEP</b>	<b>RESPONSIBILITY</b>
<b>I. Request Application Packet</b>	Property Owners
<b>II. Complete &amp; Submit Application</b>	Community Liaisons
<b>III. Review &amp; Conduct Project Analysis</b>	MSBU Program Lake Management Program Consultant
<b>IV. Poll Community – Petition Distribution</b>	MSBU Program
<b>V. Evaluate Petition Results and Determine Course of Action</b>	MSBU Program Lake Management Program Community Liaisons
<b>VI. Public Hearing – Adoption of Ordinance</b>	Board of County Commissioners MSBU Program Lake Management Program Community Liaisons Property Owners
<b>VII. Implement Service/Improvement</b>	
• Procurement of Services	Purchasing & Contracts Division MSBU Program Lake Management Program
• Conduct the Improvements	MSBU Program Lake Management Program Contracted Service Provider Community Liaisons
<b>VIII. Final Public Hearing/Resolution to establish final assessments (if applicable)</b>	Board of County Commissioners MSBU Program Lake Management Program Community Liaisons Property Owners
<b>IX. Assessment &amp; Operation Management</b>	MSBU Program Lake Management Program



# **Establishing an MSBU**

## **Detailed Procedures**

- Aquatic Weed Control
- Lake Restoration
- Retention Pond Renovation

## Detailed Procedures

### STEP I. Request Application Packet

Application packets detailing the MSBU creation process are available from the MSBU Program and will be provided upon request. Applications packets are designed to provide an overview of the process according to the type of project proposed. The application packet includes detailed information regarding the MSBU Program, the steps for establishing an MSBU, the related application forms and answers for frequently asked questions.

Applications to create an MSBU will be considered given the following criteria is met:

- The property to be benefited by the improvement is located within the unincorporated area of Seminole County;
- The property upon which the improvement is to be made is publically owned, leased or granted easement;
- The proposed boundary (properties to be included) contains a minimum of two distinct taxable (or platted) parcels;
- The proposed project is a project type authorized by the BCC
- The proposed project meets the MSBU Program guidelines for public property and/or serves acceptable public purpose

Requests for application should be directed to the MSBU Program:

On-Line: <http://www.seminolecountyfl.gov/fs/msbu/msbuamaterials.asp>

Phone: (407) 665-7178

Office: 1301 East 2nd Street, Sanford, FL 32771-1468

When submitting an application request, be certain to identify the geographic and descriptive location of the desired improvement (i.e., community, subdivision, or street) and the type of improvement proposed (i.e., aquatic weed control, street lighting, etc).

### STEP II. Complete & Submit Application

Application may be made by property owners, homeowner associations, management companies, developers or other interested parties. Any noted application deadline and processing restrictions are related to statutory provisions, the County Administrative Code and MSBU Program guidelines. Each MSBU project type has a distinct application form and application fee. The application form is the last document in the packet; located at the end of the packet. The fee schedule is provided on the page noted in the table of contents. Assistance is available from the MSBU Program should the applicant have questions or concerns regarding any aspect of the application form or process.

## **STEP II. Complete & Submit Application (continued)**

The application form is designed to communicate the following:

- **Project type:** Is this for aquatic weed control, a restoration of the lake or a retention pond renovation?
- **Attachments:** Please indicate each document attached. If you have additional documentation, describe it in "Other". A complete documentation package with the application results in a more rapid application review.
- **Subdivision, Lake Water Body Name, and Parcel ID:** Enter names of subdivision and water body along with Parcel ID. Parcel ID is available at the Property Appraiser (407-665-7506 or [www.scpafl.org/scpaweb05/index.jsp](http://www.scpafl.org/scpaweb05/index.jsp)).
- **Liaison Information:** Enter the requested information for the Liaison. Identifying and including the information for a secondary Liaison is advised and encouraged.
- **Current condition:** Explain in detail types and quantity of aquatic weeds as well as general water quality and average depths if known.
- **Maintenance:** What maintenance, if any, has been done on this water body?
- **Meetings:** List all past and upcoming meetings held by the residents to address the lake conditions.
- **Participation:** Provide estimate of approximate percentage of benefiting property owners who are interested in attending relevant meetings.
- **Resolution:** Being very specific, what concerns are you hoping to resolve?
- **Funding Assistance:** State detailed reasons/conditions for requesting and/or qualifying for Seminole County funding assistance that may be available.
- **Signature Block:** Enter information and sign the application.

Describing the desired scope of services in detail is critical to development of an initial review of a proposed MSBU, lake analysis, and subsequent cost estimates. Community participation in development of scope of services is highly encouraged. Lake analysis and application details will be primary factors for determining final recommendations for a proposed project. When preparing a lake/water body map for submittal, be certain to identify geographic and descriptive locations of desired improvements and type of improvement proposed. Each area of a waterway with aquatic weed problems should be identified clearly. Copies of recorded plats and section maps may be obtained from the Planning Department, on the first floor of the County Services Building. For additional information please call the Planning Department at (407) 665-7441.

## STEP II. Complete & Submit Application (continued)

The creation of an MSBU relies heavily on involvement of **community liaisons**. Liaisons need to be readily available for follow-up contact from County staff and the benefiting community, attending scheduled site visits, encouraging petition response, and other project activities. The community representatives that serve as primary and/or secondary liaisons are very important to establishing an MSBU and ensuring project completion occurs per community expectations.

All questions or concerns regarding cost sharing decisions, and participating properties should be discussed with the MSBU Program prior to submitting application. MSBU boundaries (geographic area) to be assessed; represented by listing of parcels) must be continuous. Enclaves are not allowed if their purpose is to remove a parcel(s) because the property owner is not in favor of establishment of the MSBU. The assessment boundaries are based on benefit received and do not necessarily include an entire subdivision if the entire subdivision does not materially benefit from the proposed improvement. All properties that are located on the lakefront or water front are included in the proposed list of participating properties.

When complete, the application should be submitted to the MSBU Program. Mailing and/or delivery location is noted on the application form. **The nonrefundable application fee (per the application fee schedule) must be made payable to “BCC Seminole County” and submitted with the application.** Although the fee is non-refundable, provisions for the crediting of the application fee back to the applicant who paid the fee are found in the Seminole County Administrative Code ([http://www.seminolecountyfl.gov/ca/admin\\_code/](http://www.seminolecountyfl.gov/ca/admin_code/)) as follows:

*“The application fee shall be credited towards the assessment assigned to the applicant’s benefiting property....if the requested MSBU is established by the Board, the requested improvement is completed, and assessments are collected from the benefiting property owners.”*

## STEP III. Review Application & Conduct Project Analysis

After receipt, the MSBU Program will confirm the application is complete and sufficient to evaluate feasibility of a requested improvement. The MSBU Program will validate properties that serve to benefit from an improvement and formulate a boundary description for the geographic area associated with a proposed MSBU. The application will be copied to appropriate departments for review and evaluation.

Many project types authorized for MSBU consideration require analysis and cost estimating acquired from contracted vendors. Applicant (or other property owners) must prepay preliminary analysis costs. If aquatic weed control improvements are constructed or performed, property owners who contributed to an analysis fee will be given credit against their assessment (share of final total costs). If improvements are not constructed or performed, contributions toward costs of preliminary lake/waterway analysis will not be refunded since the analysis is completed.

If an applicant has an existing lake analysis or plan of treatment, it will be reviewed by the MSBU Program and Lake Management Program for suitability of use. If provided information is insufficient to determine a treatment plan and/or lake management plan, the applicant will be notified by the MSBU Program of a deficiency and need for additional information. A cost estimate will be provided for obtaining the detail level required to address the proposed project.

### **STEP III. Review Application & Conduct Project Analysis (continued)**

The MSBU Program staff is available to conduct an informative meeting with property owners to discuss the MSBU process if requested. Notification of any **County-sponsored** meetings is coordinated through the MSBU Program. A public meeting for overview of the MSBU Program and proposed project is highly recommended. The MSBU Program requests opportunity to review (prior to circulation) any correspondence relating to establishment of an MSBU.

### **STEP IV. Poll Community - Petition Distribution**

The Administrative Code (2210.5) ([http://www.seminolecountyfl.gov/ca/admin\\_code/](http://www.seminolecountyfl.gov/ca/admin_code/)) requires formal confirmation that the level of community support for an MSBU is at least 65%. A petition for improvement document, prepared by the MSBU Program, is used as a formal mechanism for determining level of community support for establishing an aquatic weed control MSBU. The petition document defines details of the proposed MSBU: recommended treatments and services, estimated annual cost of operation, other details specific to the MSBU and assessment calculation, and provide for property owner response relative to creating an MSBU.

Individual petition documents are mailed to property owners by the MSBU Program, and may be distributed by the MSBU Program to the applicant or community liaisons for follow-up with property owners. Owners are requested to respond by 1) designating a “For” or “Against” response on the petition document; (2) providing owner signature; and (3) returning the completed form to the MSBU Program office prior to the stated deadline. All current owners or the designated trustee of a parcel must sign the petition form for the response to count towards the 65% requirement. Once submitted, a petition document may not be withdrawn. Property owner response for those properties that do not return the petition document will be counted as “Against” when calculating the level of community support.

Petition documents are typically in circulation for a 30 day timeframe. The deadline for submitted response is noted on the document. However, the deadline may be extended if requested by the applicant/liaisons, approved by the MSBU Program, and posted to the MSBU Program website prior to expiration of the initial deadline. Up to two extensions, each limited to 2 additional weeks, are typically granted. Extensions are primarily granted to provide clarity regarding the level of community support. Petition response will be tracked and available for summary or review throughout the petitioning period.

**Please note:** Projects requiring the conveyance of special easements, leaseholds or deed transfer to meet public ownership criteria have additional considerations. In such situations, voluntary agreement to provide the necessary conveyance is required from all (100%) of the owners from whom such agreements are required. This activity is generally a separate consideration determined independent from the petition process (which requires only a majority support). If agreement/conveyance is not obtained from 100% of such owners, the project scope may require modification to accommodate limited status, and/or project rejection. Continuance of the proposed project is dependent on specific projects and their related requirements. Owner signature on related agreement documents must be obtained prior to presenting an MSBU creation request to the BCC.

## **STEP V. Evaluate Petition Results & Determine Course of Action**

Petition documents received by the MSBU Program are reviewed for acceptability. All current owners of a parcel or a designated trustee must sign a petition for ownership and parcel to count towards a 65% requirement. Owner response must be clearly identified and consistent with intent of the petition document. Handwritten or other commentary added to a petition document that alter intent of information conveyed in a petition document will be rejected and returned to owner of record. Incomplete petition documents will be rejected and returned. An explanatory memo is provided with returned petition documents. An owner has opportunity to complete and resubmit a returned petition response. Submittal deadlines apply to rejected petition documents.

The results of the petition process will be posted to the MSBU Program website. If the petition provided sufficient support to proceed with the MSBU creation process, the MSBU Program will mail notification of the results along with information regarding the continued activities. If support is deemed insufficient to proceed, mailed notification is at the discretion of the MSBU Program and is generally dependent on the cost to provide such notification.

Provided the community support is sufficient to continue, the MSBU Program will request BCC authorization to conduct a public hearing for adopting an ordinance establishing the proposed MSBU. **Please note** that once the consolidated petition results are accepted and a public hearing is authorized, the petition is no longer relevant to the final determination of the BCC to proceed (or not) with the project/MSBU. The final determination of the scope and feasibility of the project and the creation of the MSBU is made by the Seminole County BCC.

If petition support is less than 65%, the effort will be noted as insufficient support. Re-petitioning is permitted once per calendar year and no more frequently than once every six months following submittal of a new application and non-refundable processing fee.

## **STEP VI. Public Hearing - Adoption of Ordinance**

When the proposed Ordinance and all documents are in order (including easement/leasehold, etc., agreements) and a public hearing date is scheduled, legal Notice(s) will be published in a local newspaper. Notification of the public hearing will be mailed to the owner of record for all properties included in the boundary of the proposed MSBU. A copy of the proposed ordinance will be available for review at the Commission Records office located in the County Services Building at 1101 East 1<sup>st</sup> Street, Sanford, FL).

For MSBU projects, such as lake restoration, designed as one-time improvements with a fixed financing term, an estimated assessment rate is identified in the governing ordinance. For ongoing MSBUs that require annual rate adjustment, an estimated assessment will be documented in the ordinance and granted fluctuation according to ordinance restrictions and/or operating expenditures necessitated in establishing and/or maintaining desired aquatic results.

The Ordinance will be proposed for adoption during the public hearing. Once the petition results are presented to the BCC at a public hearing, the consolidated petition is no longer relevant to the final determination by the BCC to proceed (or not proceed) with the requested MSBU. The final determination of the scope and feasibility of a new project will be determined by the BCC. During the public hearing, the BCC may consider any comments, objections, and information

## **STEP VI. Public Hearing - Adoption of Ordinance (continued)**

relevant to the establishment of the MSBU. The BCC will adopt or deny the Ordinance. If the amended Ordinance is adopted, it will be recorded in Seminole County Land Records and with the Florida Department of Revenue.

## **STEP VII. Implement Service/Improvement**

Following the creation of an MSBU, the MSBU Program will work closely with supporting Divisions and the County's Purchasing & Contract Division to secure contracted services for the required improvements. All reasonable effort will be made to secure a contracted service provider within the targeted range of assessment funding. Once a suitable contract with a qualified vender(s) has been assigned, the project work will commence. The MSBU Program and the supporting Division will be in close contact with the community liaisons and the vender as the project work is completed.

Any cost increase that yields a total project cost above the provisions stated in the governing ordinance will be communicated to the participating property owners. If the projected procurement cost exceeds the authorized parameters, a secondary petition will be necessitated to confirm continued support of the property owners. Unless otherwise required by ordinance, a 65% support majority to the second petition will be sufficient to continue with the project. If continued support is not demonstrated through the petition process, and no other alternatives are available within the project parameters, the MSBU will be dissolved.

## **STEP VIII. Final Public Hearing – Assessment Rate Resolution**

For MSBU projects, such as lake restoration that are designed as a one-time improvement with a fixed financing term, an estimated assessment rate is identified in the governing ordinance. When these projects are complete, and actual costs have been calculated, a second public hearing is held to review the results of the project and to establish the final rate for assessment. The public hearing will be advertised and notification will be mailed to the owner of record for each property included in the boundaries of the MSBU. Once adopted by the BCC, the Resolution or Amending Ordinance will be recorded in Seminole County Land Records.

As an alternative to financing the assessment, owners may pay their assessment in full within 30 days of the final public hearing to avoid financing charges. A satisfaction of lien document is processed when a fixed term assessment is paid in full. Please see STEP IX. for further information regarding the satisfaction of lien process.

## **STEP IX. Assessment & Operation Management**

Assessments are equitably allocated to all benefiting parcel owners as defined in the governing ordinance. Beginning with the first available tax year, annual assessments will be levied by the BCC, placed on the property tax bill and collected through the Tax Collector of Seminole County in the same manner as all other county property taxes and assessments. Assessment for on-going improvements/services subject to annual rate variation will be included on the property tax bill in the first available tax year following creation of the MSBU. Assessment for projects that involve fixed term financing will be included on the property tax bill for the first available tax roll

## **STEP IX.           Assessment & Operation Management (continued)**

following project completion. Property taxes are due annually by March 31. Early payment discounts associated with property taxes are applicable to MSBU assessments.

An open assessment is considered as a lien against a property. The lien for variable rate MSBU assessments, such as aquatic weed control, is satisfied annually when the property tax bill is paid. A lien associated with a fixed term assessment is satisfied when the outstanding assessment is paid in full. A satisfaction of lien document is processed when a fixed term assessment is paid in full; a lien satisfaction document is not required or processed when variable rate assessment is paid. Assessments for fixed term projects may be paid in full at any time following final rate resolution. For additional details regarding the satisfaction of lien process, please contact the MSBU Program office at (407) 665-7178 or on-line at the following address: <http://www.seminolecountyfl.gov/fs/msbu/msbuamaterials.asp>.

Separate accounts are maintained for each MSBU. All assessments collected for each MSBU will be exclusively allocated for expenditures incurred for that specific MSBU. For ongoing MSBUs, the assessment rate will vary from year to year, and may include funding for various aquatic weed control techniques such as herbicide treatments, stocking of triploid grass carp, and mechanical harvesting. The funding will also include provisions for administration of the MSBU and ensuring reserve funds for future treatments and operating contingency. Operating budgets are prepared annually and assessment rates are established by BCC resolution. Assessment amounts will comply with the guidelines of the MSBU Program and any specific parameters noted in the governing ordinance. The assessment for a forthcoming tax bill is posted on the MSBU Program website by August 1.

The Seminole County Lake Management Program determines the scheduling requirements for lake inspections. In general, site inspections are seasonal and are dependent upon specific lake treatment plans and climatic changes. Throughout the year, the MSBU Program works directly with the Lake Management Program, the contracted vender, and the community liaison(s) to determine the treatment plans for the lake, Community liaisons as well as all lakefront owners are strongly encouraged to monitor lake conditions. All concerns or changes in conditions should be reported to the MSBU Staff at 407-665-7168. The MSBU Staff will coordinate contact with the Lake Management Program and the contracted vender.





## Frequently Asked Questions

**Where do I obtain detailed information?** To obtain detailed information, please contact the Seminole County MSBU Program at 1301 E. 2<sup>nd</sup> St., Sanford, FL 32771 or go on-line to <http://www.seminolecountyfl.gov/fs/msbu/msbuprog.asp> or call 407-665-7178. To access a complete list of all of the available frequently asked questions on-line please go to: <http://www.seminolecountyfl.gov/fs/msbu/msbufaq.asp>.

**What do the letters MSBU represent?** Municipal Services Benefit Unit. An MSBU is an assessment district authorized by Florida Statute 125.01 to provide funding for improvements and/or services benefiting a specific group of properties. Please see ([http://www.flsenate.gov/Statutes/index.cfm?App\\_mode=Display\\_Statute&Search\\_String=&URL=C0125/SEC01.HTM&Title=->2005->Ch0125->Section%2001](http://www.flsenate.gov/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=C0125/SEC01.HTM&Title=->2005->Ch0125->Section%2001)).

**What type of property is eligible to participate in an MSBU?** Eligibility to participate in an MSBU varies per project type. However, unless otherwise agreed, property must be located within the taxing district of unincorporated Seminole County. Most Seminole County MSBUs are associated with residential properties; however, certain commercial areas may also qualify. Specific to aquatic weed control and lake restoration, lakefront properties are the primary properties included in the assessable boundaries of an MSBU; secondary properties may include properties with use rights to common land located on the benefited lakefront. Inclusion of property is not dependent on use of land, occupancy or site development.

**My subdivision is located within city limits. Can Seminole County still help me and my neighbors benefit from an MSBU with Seminole County, such as street lighting, water/sewer, etc?.** Florida Statutes specify that any neighborhood improvement made through the MSBU Program must be for properties located outside of municipality (city) boundaries only. Please contact your city government office to request neighborhood improvements to your subdivision.

**What is the procedure to start the MSBU process?** Steps are detailed in an "MSBU Application Packet" available from the MSBU Program at (407) 665-7178. Basic steps include: (1) Application, (2) Project analysis & preparation of cost estimate, (3) Petitioning to determine community support level, (4) Establishing the governing Ordinance, (5) Project implementation, and (6) Assessment.

**What is the role of the community liaisons and how are they selected?** The liaisons need to be readily available for follow-up contact from County staff and the benefiting community, attending scheduled site visitations, encouraging petition response, and other project support activities. Primary and/or secondary liaisons are very important to establishing an MSBU and to ensuring project completion occurs per community expectations. Benefiting parcel owners choose liaisons and enter the selected liaison(s)' names on the application to be submitted to the MSBU Program.



## Frequently Asked Questions (continued)

**Is someone available to attend an HOA meeting to discuss the process or the projects?** Yes. The MSBU Program offers a variety of public presentations through the Seminole County Government Speaker Bureau. To request attendance at a meeting, simply go to the [Speaker Bureau](#) webpage and select the type of presentation and date that is of interest to you. You may also [email](#) or call the MSBU Program at (407) 665-7178 to request additional details and information.

**How does the MSBU Program determine the level of community support for establishing an MSBU?** After an application is received, reviewed and accepted by the MSBU Program, the MSBU Program will create a petition for improvement document. The petition contains details of the proposed project and MSBU. Provisions on the petition allow owners to indicate whether they are in support of or against creating the proposed MSBU. An owner identifies their preference, signs and returns the document to the MSBU Program or to designated community liaison(s). Level of support is determined by the MSBU Program according to responses indicated on returned petition documents. Petition documents not returned to the MSBU Program are tallied as an against response.

**How does the petition get distributed?** The MSBU Program will mail the petition document to the owner of record for each benefiting parcel identified for inclusion in the MSBU boundaries. The petition document is to be reviewed and signed by the property owner(s).

**Can I change my response after it has been submitted?** A petition document should be submitted after the owner has evaluated the project proposal and determined their response. The owner, however, may submit a replacement petition providing it is received by the MSBU Program within the submittal deadline for the petition process. No petitions will be accepted after the deadline has passed. Please note: petitions may not be withdrawn after the response deadline has expired.

**Can the petition deadline be adjusted?** The petition deadline is monitored/controlled by the MSBU Program. Petition documents are typically in distribution for a 30-day period. Extension is granted when community support is uncertain due to non-returned petitions. Deadline and provisions for extension will be noted on the petition document. Deadline may be extended according to noted provisions. Up to 2 extensions, each limited to 2 additional weeks are typically granted. Deadline extension must be requested by the applicant/liaison and approved by the MSBU Program prior to expiration of the existing deadline. Deadline extensions will be posted to MSBU Program website.

**What level of support is required?** A 65% majority of affected benefiting parcel property owners must indicate their support for establishing the proposed MSBU for all project types excluding street lighting; street lighting requires a 55% majority.

## Frequently Asked Questions (continued)



**Will the results of the petition be communicated?** The results will be posted to the MSBU Program website at <http://www.seminolecountyfl.gov/msbu/msbudistrict.asp>. If the petition provided sufficient support to proceed with the MSBU creation process, the MSBU Program will mail notification of the results along with information regarding the next steps in the process of creating the MSBU. If support is insufficient to proceed, mailed notification is at the discretion of the MSBU Program and is generally dependent on the cost to provide such notification.

**Do the property owners opposing the MSBU get assessed if the MSBU is created?** In most circumstances, all properties (whether “For” or “Against” during the petition improvement process) are assessed equitably for the cost of providing the improvement. In the case of water and/or sewer line extension projects, only the property owners agreeing to participation will be assessed. In such circumstances, the non-participating parcels are denied connection eligibility to the resulting water/sewer service lines. With water service line projects, installation of fire flow & fire hydrants are mandatory. In such situations, all parcels share in the expense of the fire flow system; while water service costs participation remain optional. The governing ordinance will include a listing of the participating properties and the respective improvement for which the property will be assessed. Once the ordinance is adopted by the BCC, participation in the cost share becomes mandatory as per the directives of the ordinance. Ordinances are posted online at <http://www.seminolecountyfl.gov/msbu/msbudistrict2.asp>.

**When will a public hearing be held and who may attend?** A public hearing will be scheduled after petition documents and/or any other documentation is returned to and certified by the MSBU Program to have attained an acceptable “For” response rate. Notice of public hearing will be mailed to owners of record for all properties included in the boundaries of proposed MSBU. Notice will be published in a local newspaper. Any member of the public may attend a public hearing.

**May the MSBU be terminated at a future date?** The process to dissolve an established MSBU is similar to the creation process - application, petitioning, 65% majority support, a public hearing, and BCC authorization. MSBUs that receive supplemental financial support from county funding may have additional restrictions that mandate the minimum duration of existence for the MSBU. If/when an MSBU is dissolved, the participating parcels will be assessed for closure costs, contractual obligations, and/or other unpaid expenses.

**When do I start paying the assessment?** Assessments for on-going project improvements/services (street lighting, aquatic weed control and solid waste) subject to annual rate variation will be included on the property tax bill the first available tax year following creation of the MSBU. Assessment for projects involving fixed term financing (construction and lake restoration projects) will be included on the property tax bill for the first available tax roll following project completion. Additional information for different improvement and service project types may be found at <http://www.seminolecountyfl.gov/fs/msbu/msbuprog.asp>. Assessments for fixed term projects may be paid in full at any time following final rate resolution. Property taxes are due annually by March 31. Early payment discounts associated with property taxes are applicable to MSBU assessments.

## Frequently Asked Questions (continued)



**I received a Non-Ad Valorem Assessment Notice in the mail. What is this?** Notice is provided in advance of a Property Tax bill and provides communication of special assessments ([Non-Ad Valorem assessment](#)) for new MSBUs that will be included on the property tax bill, for the first time, in November. The notice also provides details regarding the scheduling of a Public Hearing (August) during which the Board of County Commissioners will receive public commentary regarding the proposed assessments and will make final approval for the non-ad valorem assessments to be included on the forthcoming Property Tax bills.

**On the Non-Ad Valorem Assessment Notice it states: “This is not a bill”. When and how will the charges be billed? How is the assessment paid?** The [Non-Ad Valorem assessment\(s\)](#) will be included on the property tax bill distributed in early November. Payment of these assessments is required at the time property taxes are paid and in the same manner as property tax payments. When you pay your property taxes, your assessments are also paid.

**Since there is a lien on my property, when and how is the lien satisfied? May I receive a copy of the satisfaction of lien?** The lien for variable rate MSBUs, such as street lighting and aquatic weed control is satisfied annually when the property tax bill is paid. A lien associated with a fixed term assessment is satisfied when the outstanding assessment is paid in full. A satisfaction of lien document is processed when a fixed term assessment is paid in full; a lien satisfaction document is not required or processed when variable rate assessment is paid. For additional information regarding satisfaction of lien process or pay-off balance or a copy of the satisfaction of lien, please contact the MSBU Program (407) 665-7178 or on-line at: <http://www.seminolecountyfl.gov/fs/msbu/msbuamaterials.asp>.

**If I sell my property within the payoff period how does the MSBU lien on my property get satisfied?** Who pays the remainder due, the buyer or the seller? An MSBU assessment is satisfied by full payment. Seminole County Government does not require payment of the assessment balance at the time of property sale. However, some mortgage companies may require lien satisfaction in order to finance or refinance the property. Assessment payment decisions are determined by property owners. The decision to make early payoff, as well as the decision regarding who will pay the assessment balance is between the buyer and the seller. If an assessment balance is to be paid at the time of the sale, the MSBU Program must be notified so that a payoff amount can be calculated. For additional information regarding the purchase or sale of a property subject to non-ad valorem assessment, please visit the MSBU Program [Property Sale Information](#) page.

**How often are site inspections of the lake or waterway scheduled?** In general, site inspections are seasonal and are dependent upon specific lake treatment plans and climatic changes. The Lake Management Program determines the scheduling requirements for lake inspections.

## Frequently Asked Questions (continued)



**Who do I call to report changes in the quality of the lake or waterway?** These changes should be reported to the MSBU Program at 407-665-7168. The MSBU Program will coordinate contact with the Lake Management Program and the contracted vendor. You may also go on-line for the MSBU Program: <http://www.seminolecountyfl.gov/fs/msbu/msbuamaterials.asp>.

**When are the annual needs, operating costs, and MSBU assessment of the lake or waterway determined?** Throughout the year, the MSBU Program works directly with the Lake Management Program, the contracted vendor, and the community liaison(s) to determine the treatment plans for the lake. Operating budgets are prepared annually and assessment rates are established by BCC resolution. The assessment for the forthcoming tax bill is posted on the MSBU Program website by August 1 (<http://www.seminolecountyfl.gov/msbu/msbudistrict2.asp>)

**How much does the assessment for aquatic weed control change annually?** The annual assessment for aquatic weed control projects depends upon the needs of the lake or the waterway. By ordinance, the non-ad valorem assessments may be adjusted annually due to addition of new parcels or due to fluctuations in operational expenses to maintain aquatic weed control. However, if the ordinance contains a not-to-exceed rate cap, that rate cap may not be exceeded without approval support documented in advance through the standard petition process.

**How do I satisfy the lien on my property for an aquatic weed control MSBU assessment?** Properties that participate in an MSBU for aquatic weed control are assessed on an annual basis. Said assessments shall constitute a lien upon the lands assessed until the assessment is paid to the Seminole County [Tax Collector](#). If you need information regarding late payment of property taxes or tax certificates, please contact the Tax Collector. For additional information regarding the sale or purchase of a home subject to non-ad valorem assessments, please visit the MSBU Program website [Property Sale Information](#) page or call the MSBU Program at (407) 665-7178.

# Application Fee Schedule

(Excerpt from Seminole County Administrative Code 20.37)

## Aquatic Weed Control<sup>1</sup>

\$ 550.00	Application Fee - Impaired/Corrective Services
\$ 450.00	Application Fee - Maintenance of existing conditions/under contract

## Lake Restoration<sup>1</sup> or Retention Pond Renovation<sup>1</sup>

\$ 550.00	Application Fee - Impaired/Corrective Services
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## Road Paving & Drainage<sup>2</sup>

\$ 650.00	Application Fee - Rough cost estimate and coordination of preliminary engineering
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## Street Lighting

\$ 150.00	Application Fee - MSBU request involving single support source
\$ 150.00	Application Fee - MSBU request involving of 25 or fewer properties.
\$ 250.00	Application Fee - MSBU request involving greater than 25 properties.
\$ 150.00	Application Fee - Upgrade request involving 25 or fewer properties.
\$ 250.00	Application Fee - Upgrade request involving greater than 25 properties.

## Wall Reconstruction

\$ 550.00	Application Fee - Single easement ownership; Construction Only
\$ 750.00	Application Fee - Multiple easement ownership; Construction Only
\$1,000.00	Application Fee - Single easement ownership; Pre-Paid Design plus Construction
\$1,250.00	Application Fee - Multiple easement ownership; Pre-Paid Design plus Construction

## Water and/or Sewer<sup>2</sup>

\$ 550.00	Application Fee - Water or Sewer
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## Sidewalks<sup>2</sup>

\$ 450.00	Application Fee Proposed – New construction or repair/replacement
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## Dissolution Application

\$ 150.00 <sup>4</sup>	Application Fee - Distribution of Petition
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## All Project Types - Reactivation & Redistribution of Petition

\$ 150.00 <sup>4</sup>	Application Fee – Reactivation & Redistribution of Petition
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- 1 The MSBU application review process may require project analysis involving consultant services to determine scope of services and feasibility of success. The need for analysis will be determined prior to application and a price quote for analysis fee will be obtained at time of application. Prepayment for analysis costs will be due from applicant prior to scheduling the analysis related activities.
- 2 The MSBU application process requires a preliminary engineering report. A price quote for preliminary engineering will be obtained at time of application. Prepayment for the preliminary engineering report will be due from applicant prior to scheduling report related activities.
- 3 The application fee includes preparation of leasehold/easement legal documents required in conjunction with application process.
- 4 In addition to the stated application fee, the applicant will be required to provide prepayment for the mailing expenses associated with secondary distribution of a petition for same or similar project.



## Additional Information for Seminole County Lakes

(Acreages Vary with Climatic Changes)

Lake Name	Section	Township	Range	Acres	Access	City	District
ADA	11	20	30	39	Private	Sanford	5
ADELAIDE	13	21	29	23	Private	Altamonte Springs	4
ALMA	30	20	30	20	Private		2
AMORY	3	20	30	7	Private		5
ANN	27	21	30	14	Private		4
ANNETTE	9	21	30	1	Private	Casselberry	1
BANANA	1	20	29	18	Private	Unin.Seminole Cnty	5
BASS	22	21	32	5	Private		1
BATH	22	21	31	14	Private		1
BEAR	19	21	29	310	Private	Unin. Seminole Cnty	3
BEAR GULLY	36	21	30	138	Private	Unin. Seminole Cnty	1
BEL AIR	3	20	30	34			5
BINGHAM	7	20	30	17		Lake Mary	2
BOAT	38	20	30	10			2
BORDER	7	21	29	19			3
BRANTLEY	4	21	29	269	Private		3
BUCK	28	20	32	158	Public		5
BURKETTE	36	21	30	74			1
CATHERINE	21	21	32	14			1
CECILE	9	21	30	6		Casselberry	1
CHARM	10	21	31	19		Oviedo	5
CLEAR	10	21	30	7			1
COCKRAN	20	20	32				5
COMO	5	20	30	56		Lake Mary	2
CONCORD	8	21	30	20		Casselberry	4
CRANE'S ROOST	11	21	29			Altamonte Springs	4
CRYSTAL	9	20	30	351		Lake Mary	5
CRYSTAL BOWL	16	21	30	7		Casselberry	1
CUB	20	21	29	14			4
DAWSON	5	20	30	23		Lake Mary	2
DEFOREST	3	20	30	12			5
DEEKS	26	21	30	5			1
DEEP	31	21	31	43			1
DESTINY	23	21	29	28		Altamonte Springs	4
DEWDROP	15	21	30	8		Casselberry	1
DON	27	19	29	2			5
DUCKPOND	10	21	30	1		Casselberry	1
EAST	32	20	30	7		Longwood	2
ELAINE	7	21	30				4
ELLEN	8	21	30	7		Casselberry	4
EMILY	9	21	30	5		Casselberry	1
EMMA	7	20	30	49		Lake Mary	2
EVA	20	21	32	22			1
EVERGREEN	5	21	30	2		Longwood	2
FAIRY	5	21	30	50		Longwood	2
FAITH	24	21	29	34			4
FERN	37	20	30	3			2

Lake Name	Section	Township	Range	Acres	Access	City	District
FLORENCE	26	21	30	2863			1
FLORIDA	12	21	29	24		Altamonte Springs	4
FOREST	17	21	29	5			3
GARDEN	26	21	30	22			1
GARY	27	19	29	4			5
GEM	22	21	31	9			1
GENE	4	21	29				3
GENEVA	15	20	32	29			5
GEOFFREY	20	20	30	3			2
GOLDEN	8	20	31	45			5
GOLF COURSE LAKE	12	20	29				5
GORE	22	21	32	30			1
GRACE	25	20	29	32			2
GRASSY	17	21	30	8		Casselberry	4
GRIFFIN	8	21	30	10		Casselberry	4
HARNEY	14	20	32	6058	Public		5
HARRIET	16	21	29	6			3
HARTS	15	20	32	15			5
HAYES	27	21	31	12			1
HIDDEN	11	20	30	10		Sanford	5
HODGE	4	21	30	16		Casselberry	2
HOPE	24	21	29	36			4
HORSESHOE	29	21	32	95	Public		1
HOWARD	27	19	29	3			5
HOWELL	27	19	29	406	Private		5
IRENE	4	21	30	14			2
IRISH	36	19	29	71			5
ISLAND	1	20	29	53			5
ISLAND	1	21	29			Longwood	4
ISLAND POND	29	20	32	7228			5
JANE	5	21	30	1		Longwood	2
JENNIE	1	20	30	22		Sanford	2
JESUP	28	20	31	10011	Public		5
KATHRYN	8	21	30	76			2
LAKE OF THE WOODS	19	21	30	76			4
LE FILS SLOUGH	28	19	32	75			5
LINDEN	14	20	29	15			5
LITTLE BEAR	19	21	29	28			3
LITTLE CRYSTAL	3	20	30				5
LITTLE LAKE GEORGIA	31	21	31	1259			1
LITTLE LAKE MARY	15	20	30			Lake Mary	2
LITTLE WILDMERE	5	21	30			Longwood	2
LOCH LOWE	10	20	30	33		Sanford	5
LONG	14	21	31	69		Oviedo	1
Lake Name	Section	Township	Range	Acres	Access	City	District
LOST	9	21	30	11		Casselberry	1
LOTUS	21	21	29	115		Altamonte Springs	3
LOTUS	8	21	30	3		Casselberry	4
LUCERNE	33	20	30	3			2



MALTBIE	18	21	30	3			4
MARIA	10	21	30	3		Casselberry	1
MARIETTA	7	20	29	77			5
MARION	12	21	29	13			4
MARKHAM	27	19	29	70			5
MARY	15	20	30	158		Lake Mary	2
MILLS	28	21	32	232	Public		1
MINNIE	14	20	30	2			2
MIRANDA	22	19	29	4			5
MIRROR	17	21	29	34			3
MOBILE	7	21	30	23		Longwood	4
MONROE	22	19	30	9406	Public		5
MUD	36	20	29			Longwood	2
MULLET	33	19	32	631	Public		5
MYRTLE	25	20	29	65			2
NIXON	17	21	32	16			1
NORTH	14	21	29			Altamonte Springs	4
ONORO	7	20	31	7			5
ORANGE	32	20	30	1		Longwood	2
ORIENTA	24	21	29	129		Altamonte Springs	4
PEARL	16	21	29	29		Altamonte Springs	4
PEARL	18	21	30	14		Altamonte Springs	4
PEARL	35	19	29	4			5
PHYLLIS	7	21	30				4
PICKETT	34	21	29	742		Interlocal Agreement	1
PINE	32	19	30	2			5
PLAZA POOL	8	21	30	3		Casselberry	4
POT	18	21	30			Altamonte Springs	4
PRAIRIE	18	21	30	124		Altamonte Springs	4
PROCTOR (LOWER)	22	20	32	0			5
PROCTOR (UPPER)	22	20	32	74			5
PUZZLE	9	21	33	1300			1
QUAIL POND	8	21	30	3		Casselberry	4
QUEENS MIRROR	16	21	30	12		Casselberry	1
RED BUG	23	21	30	28			1
RESERVOIR	2	20	30	18		Sanford	5
RICE	14	20	30	45			5
ROCK	36	20	29	19		Longwood	2
ROGERS	22	21	31	4		Oviedo	1
<b>Lake Name</b>	<b>Section</b>	<b>Township</b>	<b>Range</b>	<b>Acres</b>	<b>Access</b>	<b>City</b>	<b>District</b>
ROUND	11	21	31	12			1
RUTH	29	20	30	10			2
SAND (WEKIVA)	7	21	29	42			3
SAWYER	1	20	29	17			5
SEARCY	31	20	30	11		Longwood	2
SECRET	8	21	30	5		Casselberry	4
SEMINARY	19	21	30	55			4
SEMINOLE	6	21	30				2

SILVER	7	20	31	33		Sanford	5
SPRING	22	21	29	87			4
SPRINGWOOD	23	21	29			Altamonte Springs	4
STEN	31	19	30	9			5
SYLVAN	26	19	29	186			5
TALMO	33	20	30	4			2
TILLIE	21	21	29				3
TONY	11	21	30	22			1
TRIPLETT	8	21	30	106		Casselberry	1
TROUT	21	21	29	17		Altamonte Springs	3
TROUT	31	19	30	2			5
TROUT	8	21	30	15		Casselberry	4
TRUES	31	19	30	2			5
TUSKAWILLA	14	21	30	99			1
TWIN (SANFORD EAST)	32	19	30	52			5
TWIN (SANFORD WEST)	32	19	30	0			5
TWIN (WINSOR)	36	20	29	5		Longwood	2
TWIN, (OVIDEO)	32	20	32	25			5
WAYMAN	32	20	30	2		Longwood	2
WEKIVA (SAND)	7	21	29	42			3
WEST	31	20	30	25		Longwood	2
WEST CRYSTAL	8	20	30	27		Lake Mary	2
WILDMERE	5	21	30	33		Longwood	2
WINSOR	36	20	29	5			2
YANKEE	23	19	29	49			5
YVONNA	9	21	30	0			1
YVONNE	9	21	30	6		Casselberry	1
HOWELL BRANCH CREEK	28	21	30			Interlocal Agreement	4

HOWELL BRANCH CREEK combines with Lake Waumpi in Orange County & feeds into Lake Howell.

# MSBU Glossary



<b>ADMINISTRATIVE FEE</b>	The reimbursement of costs including, but not limited to, costs associated with personnel, forms, supplies, data processing, computer equipment, postage, pro rata insurance premiums, and programming.
<b>ASSESSMENT</b>	A fixed value or dollar amount to be charged for special services or constructed improvements.
<b>ASSESSMENT BASE</b>	Unit of measure on which non-ad valorem assessment is calculated (per lot, per home site, per front foot, per acre, etc.)
<b>ASSESSMENT ROLL</b>	Formal record adopted by the Board of County Commissioners at a public hearing that provides a complete listing the non-ad valorem assessments levied and assigned to specific property. Roll is certified to the County Tax Collector for inclusion on and collection via the annual property tax bills.
<b>AD VALOREM TAX</b>	Property taxes levied on the assessed value of real property.
<b>AQUATIC WEED</b>	A noxious aquatic plant with potential to hinder the growth of beneficial plants or to interfere with irrigation or navigation or to adversely affect the public welfare or natural resources of the state.
<b>AQUATIC WEED CONTROL</b>	Controlling or managing invasive plant species through chemical, biological or mechanical means; often includes shoreline replanting with native plant species.
<b>BENEFIT</b>	An advantage, improvement or assistance gained from association with service or improvement.
<b>BENEFIT UNIT</b>	Refer to "assessment base".
<b>BID</b>	Offer to perform contract for work & labor or supplying materials or goods at specified price. Usually more than one bid sought for contract.
<b>BOARD OF COUNTY COMMISSIONERS (BCC)</b>	Governing body of County composed of five members serving staggered terms of 4 years. There is one Commissioner for each of five County Commission districts. Elections occur on county-wide basis.
<b>BUILDER</b>	A person who constructs buildings under contract or as a speculator
<b>CADASTRAL</b>	Pertaining to a public record, survey, or map of the value, extent, and the ownership of land as a basis of taxation.
<b>CONSOLIDATED STREET LIGHTING ORDINANCE</b>	Article to rectify and amend consolidated street lighting districts within specified areas of the unincorporated territories of Seminole County.

<b>CONTINGENCY FUNDS</b>	Appropriations of funds set aside to cover unforeseen events that occur during fiscal periods or improvement projects.
<b>CURBSIDE SERVICE</b>	Collection service providing retrieval at edge of property or other designated location accessible by hauler equipment.
<b>CULVERT</b>	A drain pipe or masonry structure under a road or embankment.
<b>DEVELOPER</b>	A person who invests in and develops the urban or suburban potentialities of real estate, esp. by subdividing the land into home sites and then building houses and selling them.
<b>DISTRICT</b>	A territorial area into which a county is divided for judicial, political, electoral, or administrative purposes.
<b>DISTRICT BOUNDARY</b>	The defining parameters of parcels/property included in a designated district; outline of a geographical or territorial area;
<b>DRAINAGE</b>	Conveying water from one place to another to dry the former and prevent water from accumulating.
<b>EASEMENT</b>	A limited right of use over the property of another, such as any strip of land legally dedicated or conveyed for public or other private utilities, drainage, sanitation, or other specified uses having limitations, the title to which shall remain in the name of the property owner, subject to the right of use designated in the reservation of servitude.
<b>FINAL ENGINEERING REPORT</b>	A written report prepared by a licensed engineer describing the project background, findings, assumptions, permit recommendations, and probable costs to complete a specific MSBU project.
<b>FISCAL YEAR</b>	Twelve month financial period beginning October 1 and ending September 30.
<b>FIXED TERM ASSESSMENT</b>	Refer to "term assessment".
<b>HERBICIDE (AQUATIC)</b>	A selective weed killer that is not injurious to crop plants.
<b>INTEREST EARNED</b>	Interest earned on revenue.
<b>INTEREST EXPENSE</b>	Interest charged on funds that are borrowed.
<b>LAKE RESTORATION</b>	Specific efforts directed toward improving aquatic conditions so that deterioration is reduced, corrected, and/or controlled. Typically supplemented by long-term aquatic weed control and shoreline replanting requirements.
<b>LEASEHOLD</b>	The fact or condition of holding property by lease; receiving grant of temporary possession or use of (lands, tenements, etc., from another owner).

<b>LIEN</b>	A encumbrance or claim against a property by another party for payment of some debt, obligation, or duty. Usually impacts the transferability of the property.
<b>LINEAR FOOT</b>	A measurement equal to twelve inches and having the form of or resembling a line.
<b>MUNICIPAL</b>	Of or relating to a community or civic unit.
<b>MUNICIPAL SERVICE BENEFIT UNIT(MSBU)</b>	A special assessment district authorized by Florida Statute 125.01 to provide for improvements and/or services to a specifically defined area of the County and financed by a special assessment on only those properties receiving the benefits of those improvements and/or services.
<b>MUNICIPALITY</b>	Political unit usually having powers of self government. (7 incorporated cities (municipalities) in Seminole County: Altamonte Spgs, Casselberry, Lk Mary, Longwood, Oviedo, Sanford, Winter Springs.
<b>NON-AD VALOREM ASSESSMENT</b>	The assessments which are not based upon mileage and which can become a lien against a property.
<b>OPERATING CONTINGENCY</b>	A budgetary allotment set aside for emergencies or unforeseen expenditures not otherwise provided for in the budget.
<b>ORDINANCE</b>	A formal legislative enactment by the governing board of a municipality or other political subdivision.
<b>PETITION FOR IMPROVEMENT</b>	A formal document, prepared and distributed by the MSBU Program, used to determine the level of community support of an improvement project and the establishment of an MSBU for funding the improvement.
<b>PETITION OF INTEREST</b>	An informal communication to/from property owners with the purpose of determining preliminary interest in pursuing services or improvements through an MSBU.
<b>PLAT</b>	A map of a specific area of land usually a subdivision that is mapped by a licensed surveyor showing lot and other boundary lines.
<b>PRELIMINARY ENGINEERING REPORT</b>	A written report prepared by a licensed engineer describing the anticipated conditions, requirements, methods, permits, and estimated costs to be addressed to complete a specific project.
<b>PRIVATE ROAD</b>	Privately owned land/property used as a roadway.
<b>PROJECT MANAGER</b>	A person whose responsibilities include managing the activities, resources, and scheduling of a project.

<b>PUBLIC HEARING</b>	A meeting of the Board of County Commissioners that is open to the public for the purpose of providing opportunity for public input and commentary for Board consideration in advance of the Board establishing an MSBU or taking other action that may have financial impact on tax payers and/or other citizens.
<b>PRIVATE LAKE OR WATERWAY</b>	A body of water that is surrounded by land that is privately owned and without provisions for public access.
<b>PUBLIC LAKE OR WATERWAY</b>	A body of water that is navigable, includes provisions for public access, and/or associated with submerged lands owned by the state by right of its sovereignty in navigable freshwater lakes, rivers, and streams. [For additional information; refer to Florida Statutes 253.12.]
<b>PUBLIC ROAD</b>	Publically owned land/property used/designated as roadway (travel route).
<b>RECONSTRUCTION</b>	Replacement of an existing structure.
<b>RESERVE</b>	A specified amount of funds set aside for the purpose of meeting future or unanticipated expenses.
<b>RESOLUTION</b>	A special or temporary order of a legislative body with less legal formality than an ordinance or statute. Resolutions applying to MSBUs identify final MSBU district boundaries and special assessments.
<b>RETENTION POND</b>	Storm water treatment facility designed and constructed by specific design to retain volumes of storm water for defined basin area.
<b>RETENTION POND RENOVATION</b>	Re-establishing functionality of existing retention pond through site cleanup, dredging, aquatic weed control and other restorative efforts. Retention pond renovations are defined and given consideration on a case-by-case basis.
<b>RIGHT OF WAY</b>	Land dedicated, deeded, used or to be used, for street, alley, walkway, boulevard, public utilities, drainage, access for ingress/ egress, or other purpose by public, designated individuals, or governing bodies.
<b>SATISFACTION OF LIEN</b>	The fulfillment of an obligation, debt, or duty that releases the claim or charge that is held on property. Providing payment in full of a levied assessment.
<b>SCOPE OF SERVICE/WORK</b>	The required work effort, divided into tasks, to complete a specific project. The specific set of improvement requested.
<b>SERVICE LEVEL</b>	Specific to the curbside collection of residential solid waste, the service level identifies the frequency of collection and the collection services (with or without yard waste collection) selected by the property owner.
<b>SERVICE YEAR</b>	Specific to residential solid waste management, the calendar year to which the annual assessment is applied.
<b>SEWER LINE</b>	The connections used to transport water-carried wastes from residences, business buildings, institutions, industrial establishments, any and all other customers facilities.

<b>SOLID WASTE</b>	Household garbage, yard waste, and recycle items.
<b>STATUTE</b>	A written law enacted by a duly organized and constituted legislative body.
<b>TAX COLLECTOR FEE</b>	The amount paid to the County Tax Collector for the billing and the collection services associated with the non-ad valorem assessments levied by County.
<b>TAX ROLL</b>	Formal record of the complete ad valorem property tax rolls of Seminole County property) prepared by the Property Appraiser and certified to the Tax Collector for collection.
<b>TERM ASSESSMENT</b>	Type of assessment that has a fixed amount and a fixed time period for repayment; generally associated with construction projects that require financing terms to enhance affordability.
<b>UNINCORPORATED AREA</b>	Area of County which is not within boundaries of any municipality.
<b>UNPLATTED LAND</b>	Land that is not located in a platted subdivision. (See Platted)
<b>VARIABLE RATE ASSESSMENT</b>	Type of assessment by which the levied rate is determined on an annual basis according to financial requirements to continue and/or maintain services or improvements provided through an MSBU.
<b>WATER LINE (Potable)</b>	Water line or main that transmits or distributes water that (a) has been treated by a facility permitted by the Florida Department of Environmental Protection and (b) meets the requirements of the Florida Safe Drinking Water Act.
<b>YARD WASTE</b>	Vegetative matter resulting from yard and landscaping maintenance (leaves, grass clippings, branches, etc.)



## Application for Establishing an MSBU For Aquatic Management

Project Type: ☐ Aquatic Weed Control ☐ Lake Restoration ☐ Retention Pond Renovation  
Attachments: ☐ Application Fee ☐ Location Map ☐ Plat Map: \_\_\_\_\_  
☐ Lake Analysis ☐ Service Contract ☐ Other: \_\_\_\_\_

Lake/Waterbody: \_\_\_\_\_ Subdivision: \_\_\_\_\_

Parcel ID/Reference: \_\_\_\_\_

### Primary Liaison Information:

### Secondary Liaison Information:

Name \_\_\_\_\_

\_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Property Address \_\_\_\_\_

\_\_\_\_\_

(If different from mailing address)

Telephone \_\_\_\_\_

\_\_\_\_\_

Email \_\_\_\_\_

\_\_\_\_\_

## Supporting Information:

1. What is the current condition of the water quality and aquatic weeds in the lake?
2. Is the waterbody currently maintained? If yes, provide details of maintenance efforts, and the name and contact information for current service provider.
3. Have the lake front residents held meetings to address lake conditions? If yes, please list dates and outcome.
4. What percentage of the lake front property owners would likely attend meetings purposed at review lake conditions, goals, and financial issues the future?





## Application for Establishing an MSBU – Page 2

### Scope of Services Requested:

5. Describe current problems/concerns that you are hoping to resolve. Please be as specific as possible.

6. Identify the treatment categories that you have an interest in considering (check all that apply):

- ☐ Chemical Treatment      ☐ Mechanical harvesting      ☐ Excavating/Dredging
- ☐ Triploid Grass Carp      ☐ Installation of Fish Barrier      ☐ Wildlife Spoil Islands
- ☐ Shoreline Replanting w/Native Plant Species      ☐ Other: \_\_\_\_\_

7. Supplemental funding may be available from the Seminole County Lake Management Program. If consideration should be given to such funding for this proposed project, please state the reasons or conditions to consider in qualifying for funding assistance.

I have reviewed the information contained in the application packet. I understand that community support is essential to the establishment of an MSBU. I understand and accept that the application fee and all other prepayment requirements are deemed non-refundable and that any applicable credit provisions for such payments will not be available until such time as an MSBU is established, the project is completed and assessments are collected. I understand that the establishment of an MSBU and any supplemental funding from the County is a discretionary decision of the Seminole County Board of County Commissioners as subject to state and local guidelines.

Applicant Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Submit this application together with the non-refundable application fee (check made payable to BCC Seminole County) to:

Seminole County MSBU Program, 1301 East 2<sup>nd</sup> Street, Sanford, FL 32771